

**Subject:** LT Sparkle: Area Captains

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**Date:** 4/25/17, 4:45 PM

**To:** Jeff Chop; David Ikeda; David Nagano; Matt Glaser; Amy Honjiyo; Megan Teramoto; Craig Ishii; Kent Marume; Ellen Endo; mark@kuwata.com; Sean Miura; George Campos; Art Ishii; Francis Cullado; Alan Kumamoto; Japangeles; Kiyo Fukumoto; Chris Komai; Mike Masao Okamoto; Ed Keyser; Ernie Fukumoto; Dean Matsubayashi; Mikado Manager; Tak Suzuki; Tadashi Kowta; James Okazaki

**CC:** Suzanne Ogami; Brian Kito

We are again looking for those who will be willing to be an Area Captain for the community-wide cleanup on May 13th. I hope you will be willing to be an area captain (again, for some of you). The responsibilities are not taxing or difficult, but will give us a way to organize the area cleanup-delegate tasks, communications with central, troubleshoot (if needed). Last year's cleanup's success was due to the area captains, thank you.

So let me know if you are willing to be an area captain or if you know someone who might be willing, please let them and me know.

Listed below are the tasks and responsibilities for those who are new and/or forgot.

Due to you, the cleanup will be a success...

Thanks,  
Steve  
310-922-1179

In general we want to clean the area of litter by picking out trash from bushes, under benches and scraping gum off the sidewalks and sweeping to the curb. Scoop trash into bags and place trash bags at street corners. Please access water sources and indicate on map.

## Responsibilities

### **Seeing that volunteers are safe.**

- Access your area
- Prioritize cleaning
  - Litter
  - Gum scraping
  - Sweep

- Assign tasks-keep in mind the physical abilities of volunteers

- For example, if area has lots of gum on sidewalk, scraping gum might be the first task that most everyone is doing.

- Sweepers
    - Baggers

### **Safety monitors-to ensure the safety of the volunteers and warning pedestrians**

- Inventory equipment

- Do you have the right equipment for the tasks?
  - Do you have enough equipment?
  - Be sure that the equipment is properly returned?
  - Report progress to Central (310-922-1179)

If needed we can re-assign volunteers to other areas that need more volunteers or to your area if you need more assistance.

Wrap up cleaning by 11:30 or sooner, return equipment to JACCC and lunch at JACCC.



- [Attachments-43/Untitled attachment 11876.html](#)
- [Attachments-43/Flyerw Link.pdf](#)